

1. Can you clarify what is meant by “unedited client list”? Are you looking for references? A general list of all vendors or clients we have worked with? If the latter, is there a preferred format (printed versus electronic) for this list? (page 7 Section 6 C)

The NHJC would like a list of all entities that your company has been contracted to provide services. This request is because the NHJB is a public entity and must avoid any actual or appearance of a conflict of interest with potential contractors. A full client list will also help us evaluate the respondent’s experience in the area of Family Treatment Court.

2. Do you anticipate exercising an option for a no-cost extension that would extend the project period beyond 9/30/2023?

We do not know at this time. It depends on whether an extension of our grant would be approved by OJJDP.

3. What is the end date of the overarching funding grant from the OJJDP?

October 31, 2023

4. Is there a page limit or other formatting preferences for any part of the proposal?

No.

5. Is there a budget range you could provide for this evaluation work?

We take into account cost proposals when evaluating the respondent’s proposal. Please estimate as close to your reasonable expectation of payment as possible.

6. Since the time reference for the evaluation is retroactive to October 2021, has the FTC already started data collection activities? Are there data that have been collected before October 2021? (Page 2, Section IV)

Yes, we have begun collecting data. No, we do not have data before October 2021, as the FTC was not operational until October 2021.

7. Is DataGain currently being used by the FTC? If yes, when was the use of DataGain initiated? (Page 2, Section IV)

Yes, February 2022.

8. The RFP states: “Alternative cost proposals that will increase efficiency and reduce costs without diminishing the quality of interpreter services will be considered.” Would you clarify what you mean by “Interpreter services”? (Page 8, Section IV.B.8)

That sentence was included in error. Please disregard.

9. On page 1 of the RFP under part "Introduction," the department specifies that "vendors should provide the NHJB with a project plan that is anticipated to commence on or after June 1, 2022." Given the projected timeline, would NHJB prefer a project plan that is anticipated to begin when the estimated notification of selection and contract begins (15 July 2022)?

July 15 is on or after June 1, so that would be acceptable.

10. The subpart titled "*Data Collection*" on page 2 of the RFP outlines the suggested scope of work "participation in meetings to discuss data practices with stakeholders and provide necessary training. This may involve both online and in-person encounters in New Hampshire." What portion of meetings does NHJB expect to be held in-person?

This depends on the proposed monitoring and evaluation methodology. Many meetings are currently conducted via WebEx, and we anticipate that can continue. Abuse/neglect case files are currently in paper form, so will require an onsite data collector if information from them is to be included.

11. Introduction, p. 1: The FTC has been operating in Claremont/Newport Circuit Courts since October 2021, following a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) at the U.S. Department of Justice. *When did work start on the grant?*

October 2020, but the pilot FTC did not begin operations until October 2021.

12. Introduction, p. 1: Vendors should provide the NHJB with a project plan that is anticipated to commence on or after June 1, 2022. *June 1, 2022 precedes the due date for vendor proposals. Could you please provide an anticipated commencement date that falls after proposals are due?*

As soon as a contract is completed.

13. Introduction, p. 1: The successful proposal will provide both consultation around data collection practices and evaluation of the pilot program based on metrics determined by the FTC and OJJDP. *What metrics have been determined by FTC and OJJDP?*

Identification of metrics will be part of the services provided under this contract. OJJDP has certain metrics required, called performance measures, which can be found here: <https://ojjdp.ojp.gov/funding/grant-performance-measurement/overview>.

14. I and IV. The proposed contract period ends at the same time as services (October 2023). *Is the expectation that the evaluation will not cover the entire service period? To cover the full service period, the evaluation would need to have time to analyze and report on data collected through the end of services (October 2023). Is there a possibility that analysis, interpretation, and evaluation reporting could extend beyond October 2023?*

Yes, with approval from OJJDP.

15. Proposed Scope of Work, Data Consultation, p. 2: Weekly consultation throughout the contract period with... *Would it be acceptable to hold these weekly consultations virtually?*

Most likely, depending on the evaluation methodology.

16. Proposed Scope of Work, Data Consultation, p. 2: Attendance at meetings to discuss data practices with stakeholders and offer training as needed. *How many meetings (virtual and in person) should vendors assume for budgeting purposes?*

Depends on the evaluation methodology and training needed for data collectors onsite. For budgeting purposes, consider weekly virtual meetings and quarterly in-person meetings.

17. Proposed Scope of Work, Data Consultation, p. 2: Advisement regarding how to incorporate grant-required performance measures into data collection system. *What are the grant-required performance measures? When you mention incorporation into the data collection system, do you mean DataGain? If not, what system do you mean?*

OJJDP performance measures can be found here: <https://ojjdp.ojp.gov/funding/grant-performance-measurement/overview>. Data collection is part of the scope of services requested in this proposal. We currently use DataGain, and anticipate other data collection methods may be needed. The proposal should identify ideas for such methodology.

18. Proposed Scope of Work, Evaluation, p. 2: Use data collected in DataGain and through other means previously determined to conduct an evaluation of the FTC pilot program. *By what other means have you previously evaluated the FTC pilot program?*

None. This program is new.

19. Proposed Scope of Work, Evaluation and Principles and Skills, p. 3: Appendix B is mentioned twice, but it is not included in the RFP. *Please make Appendix B available to vendors. Thank you.*

Appendix B, the performance measures, is now added.

20. VI.B.5.a. Vendor Profile/Overview, p. 7: ... the number of years the product proposed has been on the market ... and the number of technical employees supporting this product. *The RFP states, "The successful proposal will provide both consultation around data collection practices and evaluation of the pilot program...." What kind of product would you like described? Would you like us to describe our history consulting on data collection practices and evaluating family treatment court programs or information on a particular type of product? If a product, could you please provide more information on the type of product you would like described?*

If you have a data collection "product" or method you use, that would be helpful. Also, if you have a standard template "product" for the evaluation itself, that would be helpful. Examples of previous work are helpful.

21. VI.B.5.b. Vendor Profile/Overview, p. 7: A summary of any litigation, previous or outstanding, relating to vendor's performance of software services contracts. *What kind of software service contracts would you like described in support of our ability to consult on data collection practices and evaluate family treatment court programs?*

If you have a data collection "product" you use in the course of your evaluations, it would be helpful to have some history and background on any concerns related to the software. We are particularly focused on the appropriate treatment of medical information and confidential case information.

22. VI.B.6.c. Vendor Qualifications, p. 7: A complete and unedited list of customers that vendor has completed database services... *Our organization has been in existence for more than 20 years. How far back would you like us to go in creating a complete and unedited list of customers? Also, for database services, are you interested in databases we have developed, programmed, and maintained or in our ability to analyze, interpret, and apply findings using databases? If neither, please provide information on the kind of database services you would like described.*

If you have developed databases, it would be helpful to know. A list of databases you have used in data collection and evaluation would be helpful. Please focus customer list on those in areas related to Family Treatment Court and those that may present an appearance of a conflict of interest with the Judicial Branch.

23. VII.A. Evaluation of Proposals, Criteria for Evaluation and Scoring, p. 9: *The cost proposal is worth 30 points. Could you please provide additional information on how the 30 points will be distributed? For instance, does lowest bidder get full points and others a proportion of the points?*

We evaluate each proposal individually, so each entity may receive up to 30 points. We are evaluating cost-to-value, rather than only looking at the lowest bid.

24. VII.A. Evaluation of Proposals, Criteria for Evaluation and Scoring, p. 9: Vendors may be invited to oral interviews and/or product demonstrations of web-based scheduling system. *What kind of web-based scheduling system are you interested in having us demonstrate? How do you see this system fitting in the requirements of the RFP (consultation and evaluation)?*

This sentence should have read "demonstrations using web-based scheduling system," meaning that we would invite you to provide a product demonstration over a platform like WebEx or Zoom. Apologies for the misstatement.

25. IX CONTRACT TERMS AND AWARD, p.11-12: To the extent that a vendor believes that exceptions to the standard form contract will be necessary for the vendor to enter into the Agreement, the vendor should note those issues during the vendor inquiry period. *Our organization is an entity of a state (state agency) and an institution of higher education and is generally unable to agree to some of the terms in the sample contract (Appendix A). We have attached a word document containing tracked changes of our requested exceptions to terms in the contract. If our organization is selected, will the NHJB consider exceptions to the language in the contract related to these items?*

Yes, exceptions will be considered.

26. *Were you required to draft an evaluation plan as part of your grant proposal? If yes, will you provide a copy of the evaluation plan?*

Yes, the evaluation plan has been added as an addendum to the proposal.

27 . What is required to be responsive to the Budget and Budget Narrative components of the RFP?

An outline of what the proposer requires for payment to complete the scope of work, and a narrative describing why the proposer requires the amounts listed.

28. Are there any page limits to any sections of the response to the RFP?

No.

29. Does the offeror prefer that the response be submitted as one file or separated by component (e.g., technical narrative, budget narrative, curricula vitae)?

No preference.

30. The list of variables in the RFP includes many elements typically collected from child welfare administrative data systems. Does the offeror anticipate that these same variables will be entered into DIMS by program staff or is there a mechanism (and corresponding data sharing agreement) by which child welfare data are being automatically exchanged between the FTC and the child welfare agency through DIMS? If so, can the offeror share or describe the agreement and protocol by which these data are exchanged?

Child welfare, along with many other stakeholders, shares information with other members of Family Treatment Court as relevant for the families in FTC. There is an MOU between entities that are part of the FTC team in this regard. No large-scale data is currently being shared with FTC.

31. The solicitation includes the following link <https://sos.nh.gov/corporation-uccsecurities/corporation/forms-and-fees/domestic-and-foreign-corporation/foreign-forms/>. However, it appears that the link is “broken.” Can you please send us the linked document or a new link?

<https://sos.nh.gov/corporation-ucc-securities/corporation/forms-and-fees/domestic-and-foreign-corporation/foreign-forms/>